

**MINUTES OF MEETING OF POTTO PARISH COUNCIL HELD ON  
WEDNESDAY 18 MARCH 2020 AT 7.00 PM IN THE VILLAGE HALL**

**Meeting Open to the Public**

Appropriate measures were taken to maintain stated guidelines on social distancing for the meeting.

One member of the Potto Village Hall Committee was present to discuss Potto Village Hall.

**1. Reminder by the Chairman of the Councils expectations for the audio or visual recording of this meeting**

**2. Apologies for Absence**

*To receive apologies and approve reasons for absence*

Present: Councillor Mr A Wilde (Chairman), Councillor Mrs E Griffin, Councillor Mr J Greco and Councillor Mr S Agar

Apologies: received from: Councillor Mr I Macpherson and County Councillor Mr D Hugill

**3. Parish Council Meeting**

*To confirm minutes of meeting held on 19 February 2020 as a true record.*

The minutes of February's meeting were discussed proposed, seconded and resolved.

**4. Matters Arising from last month's meeting**

*To receive information on the following issues and decide action where necessary.*

**4.1** PCSO Loughran emailed the Police report which had been circulated to Councillors. Nothing to report.

**4.2** The footpath survey has commenced but is not complete, further dates to be set. Discussed erosion on footpath along old railway line. Councillor Agar has been in touch with Andy Thompson to discuss the erosion, he will be assessing the erosion with Richard Homes within the next week and will look into working with Tees River Trust to resolve the issues.

Meeting with Arrietty Heath was cancelled and will be rearranged.

Councillor Macpherson is looking into grants available for help towards replacing the footbridge onto Gold Hill Loop Road.

One of the footpath signs on Butcher Lane has rotted through, look at one of the grants available to replace.

**4.3** Policies and procedures; The following Policies and Procedures proposed, seconded and resolved;

- Standing Orders
- Risk review strategy
- Publication Scheme
- Data Protection Policy
- Retention of Documents Policy
- Transparency Code Check list
- Management of Unacceptable Contact Policy
- Unreasonable Complaint Policy
- Recording at Parish Council meetings

These are to be added to the PPC website.

4.4 Annual Return Objections – Unfortunately our contact at PKF Littlejohn is currently off sick so was unable to provide an update.

4.5 Parish Plan - Copy of progress website to be added to the website. 70% ongoing items.

4.6 Speeding – The chairman has been in communication with Darren Griffiths at NYCC. Survey tubes are due to be installed on the 23rd March 2020 which will record the number of cars driving over 30mph. \* **Potto Parish Plan item 5\***

4.7 Councillor Wilde has been speaking with Rob Winter at Restarting Hearts and asked for some references from villages who currently use the service, he has kindly replaced the battery in the defibrillator which was flat for free, batteries last 3 years.  
The Parish Council previously discussed moving the defibrillator to a more central point in the village (where the notice board is). Councillor Macpherson contacted Rob Winter at Restarting Hearts and are currently looking at the options available.

4.8 A member of the Potto Village Hall Committee was present and reported Potto Village Hall has cancelled all events up until August 2020 following Government Guidance due to the ongoing Covid-19 outbreak. This however leaves a window of opportunity for builders to start the work on disabled access and toilets.

The Potto Village Hall committee have applied for several grants and have been successful, County Councillor Hugill has been able to offer £3,000 in funding, Potto Village Hall have committed £5,000 in funds with possibly £500 more however; they currently have a £1,000 shortfall to have all the funds necessary to start the work and requested a donation of £1,000 from Potto Parish Council's village improvement fund.

The Parish Councillors discussed funding available and unanimously agreed to donate the £1,000 required.

4.9 Councillor Greco has sourced online 'cloud' storage for the council. For a one off payment

500GB	£175.00
2TB	£350.00

Good value and any of the councillors can access, we can also have a public area for parishioners to view certain documents e.g. policies and procedures. To be discussed at next months meeting.

## 5. Report from County and District Councillors

Email received from Councillor Mark Robson at Hambleton District Council during the current Covid-19 pandemic: "Councillors are asked not to attend any event or function on behalf of the Council, including Parish Council meetings etc"

## 6. Planning Decisions of Hambleton District Councils

*To receive the following planning decisions/information*

None

## 7. Planning Applications

*To consider and decide upon the following planning applications*

None

Discussed that two planning applications are still outstanding decisions;

- Ref. No: 19/02587/FUL - Change of land use to include up to 5 caravans.

- Ref. No: 19/00048/REFUSE - Revised submission of 18/00159/FUL for demolition of two smaller storage structures and reduction in height & conversion of existing large storage structure into one, single-storey, bungalow dwelling with integral garage and associated external alterations to provide new brick walls and tiled roof externally, new windows & doors, access driveway, gardens/curtilage behind 1 metre high boundary fence and new tree planting line.

The Parish Councillors have received verbal comments from parishioners that they felt they were unable to comment on planning Ref. No: 19/02587/FUL due to possible repercussions.

## **8. Matters requested by Councillors**

Email received from YLCA giving advice during the current Covid-19 pandemic. Potto Parish Council is conscious of the effects of Covid-19 and will take all steps to follow government advice and guidance based on the advice available at the time and may cancel meetings where necessary.

Read out statement from an email from the YLCA regarding supporting the local community during the Covid-19 pandemic.

Councillor Macpherson has emailed regarding support for the vulnerable at this time, a few parishioners have already started a support group for vulnerable parishioners.

## **9. Finance**

**9.1** To approve the following accounts for payment - None

**9.2** To note the following payments previously authorised - None

**9.3** To receive bank reconciliation and budget comparison to March 2020

Community Account   £11,488.76

Business Account    £2,117.25

**9.4** Still having issues with Barclays Bank, unable to amend standing order for clerks pay from pay rises April 2018 an April 2019. We do not have permission to edit our standing orders on the online banking website, only make individual payments. The Chairman has started to gather information for possibly transferring to a different banking provider.

## **10. Correspondence**

*To consider the following correspondences and decide action where necessary*

None

## **11. Next Meeting**

*To confirm the date and time of the next meeting*

**Next month's meeting date Wednesday 15 April 2020 at 7.00pm**

**\*This date is dependent on government advice available at the time relating to Covid-19 pandemic\***

The Chairman declared the meeting closed at 8.30 pm